

## MILPERSMAN 1301-239

### PUBLIC AFFAIRS OFFICER (PAO) MILESTONE AND COMMAND SCREENING QUALIFICATION AND ASSIGNMENT OR DECLINATION

<b>Responsible Office</b>	NAVPERSCOM (PERS-448)	Phone:	DSN COM	882-4091 901-874-4091
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<b>References</b>	(a) OPNAVINST 1412.14 (b) BUPERSINST 1401.5C (c) NAVPERS 15839I Manual of Navy Officer Manpower and Personnel Classifications (d) CHINFOINST 1301.1A (NOTAL)
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1. **Policy.** The Public Affairs (PA) Community conducts a milestone screening board annually and conducts command screening boards, as required.

a. The function of the milestone board is to screen public affairs officers (PAO) for milestone billets, as identified by the Navy Chief of Information (CHINFO). The term milestone is used to designate a significant billet in grade that requires demonstrated leadership, regional expertise, or PA technical acumen necessitating a closer screening of candidates.

b. The command screening board ensures only the best and most fully qualified officers are eligible for command and aligns with the command qualification process outlined in reference (a).

2. **Milestone Screening.** Screening is a formal administrative board action per reference (b). Navy Personnel Command (NAVPERSCOM) Public Affairs Officer Branch (PERS-448) is the sponsor for the board.

a. The board membership must consist of the following:

1	1650 flag officer, CHINFO, Deputy CHINFO or senior 1650 captain who serves as the president
2	1650 captains who have completed an O5 milestone assignment
3	1650 commanders who have completed an O4 milestone assignment

b. Membership changes with each board, and no Service member may serve on two consecutive boards as a member. PERS-448 will nominate the members, head recorder, and assistant recorder(s) (as required).

c. Milestone screening opportunity is based on the quantity of officers considered for screening and the number of officers needed to fill future billet requirements. Milestone screening opportunity is determined by PERS-448 and is the maximum allowed; however, the screening board may select fewer if candidate quality is found to be insufficient.

d. Officers, lieutenant commander (LCDR) selects, and senior, who are selected for lateral transfer or indefinite recall into the PAO Community will be considered for milestone screening during the board following selection for re-designation into the community. These officers will be given at least one look, regardless of promotion year. However, the number of opportunities will vary depending on the promotion year in consideration before the board. An officer may request to defer board consideration for up to a year to enhance competitiveness of their record. Requests must be submitted in writing to PERS-448, and Service members will be counseled by their detailer on implications of deferral requests.

e. Upon any Service member's third fail to screen, his or her detailer will remove the Service member from future O4 milestone screening opportunities. Officers may request special "additional looks."

(1) All additional looks are subject to the approval of the board president.

(2) Petition to the board president via PERS-448 must be received by the board correspondence deadline and must include the contributing factors that merit the additional look.

(3) Officers who request a special additional look will be notified after the board adjourns as to whether their request was granted.

f. The milestone eligible list is generated by PERS-448 and submitted to NAVPERSCOM Personnel Information Management Department (PERS-3) within the prescribed timeline. PERS-448 will update the milestone eligible list accordingly until the board convenes.

3. **Milestone Notification.** Officers selected will be notified by the CHINFO of milestone board results upon approval of official board results. Detailers will notify non-selects.

4. **Milestone Screen Slates**

a. PERS-448 will prepare a list of milestone billets projected to be filled. Screened officers will provide preferences and personal considerations to PERS-448. The detailers will prepare PAO milestone slates, recommending screened officers to respective milestone billets.

b. Priority of slating will align with seniority.

c. The slate is approved by CHINFO.

d. Once the proposed slate is approved by CHINFO, officers slated for milestone assignment will be notified of their next assignment.

5. **Milestone Assignment.** Once assigned to a milestone billet, an officer may not pursue reassignment or billet swap.

6. **Milestone Bank.** Officers who are screened but unable to be assigned immediately remain in the bank until a milestone assignment becomes available. Records of officers in the bank will be reviewed annually by the detailers to ensure the officers remain eligible for future milestone assignment.

7. **Milestone Screening Opportunity Declination.** Any officer who wishes to decline milestone placement or milestone screening opportunity must submit a declination letter to the board **prior** to its convening date, per the correspondence deadline set for the board.

a. Officers declining must acknowledge in their statement that, if approved, their declination will become part of their official service record. Officers declining milestone screening opportunity may include a statement in their declination that explains their reasons.

b. Officers who have declined milestone screening opportunity remain eligible for assignment to non-milestone duty (1650 or 1000 billets) subject to the needs of the Navy.

c. Once approved, the written statement declining milestone screening opportunity will be made part of the officer's official military personnel file (Privileged Information/Field Code 17).

8. **Milestone Screening Exceptions.** General policy is that only officers screened for PAO milestone will be assigned to milestone billets. Every effort will be made to assign officers screened for milestone first.

a. Exceptions to this policy may arise when there are no screened officers available, thus necessitating assignment of a non-board screened officer for the reason of maximizing fleet readiness.

b. A non-board screened officer slated to fill a milestone billet will be administratively screened by the senior PAO detailer, reviewed by community senior leadership, and approved by CHINFO. The senior PAO detailer will base administrative screening proposals on remaining looks, performance, and availability to fill the billet.

9. **Milestone Tour Lengths.** Per [MILPERSMAN 1301-110](#), the minimum tour length is 24 months and is therefore the standard to earn milestone credit. The additional qualification designation (AQD) 7M1 will be awarded for successful completion of a milestone tour per reference (c).

a. Successful completion is defined as **detachment** from the milestone tour, at or beyond the planned rotation date, with fitness reports that have a promotion recommendation of "promotable" or above and do not contain adverse information.

b. Tour length exceptions will be strictly managed. Exceptions will be considered if an earlier rotation date is dictated by an **exceptional community need** or a **policy**. The

decision to grant an exception will be made by CHINFO, via a recommendation from the PAO senior detailee.

c. CHINFO's approval of an officer's detachment earlier than the minimum tour length obviates the requirement for an officer to request credit.

d. In every case, an officer must meet the definition of successful completion of a milestone to receive the AQD.

10. **Command Screening Board**. A PA command screening board will be conducted per the Public Affairs Officer (165X) Command Qualification Program, reference (d). Access to reference (d) is limited to the Navy PA Community and can be requested via the [Secretary of the Navy SharePoint Portal](#). PERS-448 will be the board sponsor.

a. **Report**. Upon completion of its deliberations, the command screen board must report the board's results to Commander, Navy Personnel Command for approval. Selection by the command screen board and approval of the board report designates an officer as command-screened. The report must contain a list of eligible officers. Commanders, captains, and captain selects should be separated and arranged in alphabetical order, along with their selection status.

b. **Declination of Command**. All officers who volunteer to undergo command screening and who successfully screen for command, are expected to remain eligible to fulfill the requirements of command. Officers screened and slated for command who can no longer perform the duties must follow the provisions of [MILPERSMAN 1301-818](#).

c. **Command Tour Length**. Tour lengths will be 24-36 months per [MILPERSMAN 1301-110](#).